

JOB ANNOUNCEMENT
#2016-012, Posting Date April 15, 2016
DIVISION DIRECTOR, OFFICE OF EDUCATION ACCOUNTABILITY

The Legislative Research Commission is conducting recruitment for the position of Division Director, Office of Education Accountability.

The Office of Education Accountability;

1. Monitors the elementary and secondary public education system, including actions taken and reports issued by the Kentucky Board of Education, the Education Professional Standards Board, the commissioner of education, the Department of Education, and local school districts.
2. Reviews the elementary and secondary public education finance system.
3. Verifies the accuracy of reports of school, district, and state performance by conducting or contracting for periodic program and fiscal audits.
4. Investigates allegations of wrongdoing of any person or agency, including but not limited to waste, duplication, mismanagement, political influence, and illegal activity at the state, regional, or school district level
5. Conducts studies, analyze, verify, and validate the state assessment program through other external indicators of academic progress.
6. Makes periodic reports to the Education Assessment and Accountability Review Subcommittee
7. Makes periodic reports to the Legislative Research Commission as may be directed by the Commission.
8. Prepares an annual report, which shall consist of a summary of the status and results of the current year annual research agenda.

Duties: The Division Director Manager shall provide professional leadership and management to programs and staff.

- Provides leadership to OEA's research division; a team of 5 to 6 members.
- Ensures that OEA's annual research agenda approved by the Education Assessment Accountability and Review Subcommittee (EAARS) is completed in a professional and timely manner.
- Oversees the design and planning of research projects to develop research objectives, research steps, methodologies, and to identify timeframes along with members of the research team.
- Supervises team member as they carry out research steps, as well as assisting team members in setting work priorities and goals.
- Ensures that data and analysis (evidence) is sufficient, reliable, and valid to support report findings and recommendations through review of work papers.
- Provides guidance to team members for finalizing report outlines, findings and recommendations, scope and methodology, chapters, and conclusions.
- Assists research team in creating PowerPoint presentations for EAARS.
- Works with research team and OEA director to identify and finalize proposed research topics for consideration by EAARS.
- Presents findings and recommendations to EAARS.
- Provides periodic updates to OEA's Director specifically related to the annual research agenda and other matters affecting the research division.
- Facilitates research team meetings in order to discuss current projects.
- Participates in phone conferences and outside meetings related to K-12 issues.
- Approves timesheets and leave requests for research team.

Preferred Qualifications: Master's degree in business, public administration, educational administration, or a related field, or other advanced degree, preferred. Candidates should have a minimum of four (4) years' experience in public policy, legislative oversight, research and analysis, or related field. Candidates with other combinations of education and experience uniquely related to this position may be considered. Knowledge of state government and legislative process, education policy and funding, will be given added consideration.

Desired Attributes:

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process;
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent;
- Strong research skills and ability to prepare succinct written analysis of complex projects and issues;
- The ability to work independently as well as in a team environment;
- The ability to work under pressure and meet specific deadlines;
- Strong general research and legal research ability; the ability to prepare research memoranda, issue papers, or research studies;
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.

The individual selected for this position must have a positive attitude, strong work ethic, attention to detail, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general public. The individual must have a strong attention to detail and be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime may be required.

Application Deadline: The review of applications will begin immediately and the position will remain open until filled.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to **LRCresumes@lrc.ky.gov** and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601

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